

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

16-001

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Executive Division	3. CLASS TITLE CEA (A), Deputy Director, EMS Policy and Legislative and External Affairs
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-100-7500-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the administrative direction of the Director and Chief Deputy Director the CEA (A), EMS Policy and Legislative and External Affairs, is a high administrative and policy-influencing position within the State civil

9. Percentage of time performing duties 30%	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	<p>ESSENTIAL FUNCTIONS</p> <p>Under the administrative direction of the Director and Chief Deputy Director, the Deputy Director EMS Policy and Legislative and External Affairs (CEA (A)) advises Executive Management on state health policy and program developments, advises Executive Management on legislation and conducts legislative negotiations on the EMS Authority's behalf. Establish and maintain the EMS Authority external and internal communications program by serving as the executive liaison on all public information, and external affairs matters.</p> <p>These functions require knowledge and skills that are critical to the department mission of ensuring quality patient care by administering an effective, statewide system of coordinated emergency medical care, injury prevention, and disaster medical response.</p> <p>In order to further the EMS Authority's mission to ensure quality patient care by administering an effective, statewide system of coordinated emergency medical care, injury prevention, and disaster medical response, the Deputy Director, EMS Policy and Legislative and External Affairs will:</p> <ul style="list-style-type: none"> Analyze emergent changes in the EMS arena on both a statewide and national level and developing and recommending to the Chief Deputy Director, and the Commission the statewide policy approach. Collaborates with the director and Chief Deputy Director with policy issues in all areas affecting the EMS Authority mission. Serves as a member of the EMS Authority's Executive Management Team by participating in all policy decisions affecting the governance of the Department and has independent authority to make decisions which have statewide impact and affect the health and safety of Californians.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Howard Backer, MD	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<p>Essential Functions (cont.)</p> <ul style="list-style-type: none"> Formulates and manages the development of the EMS Authority's short and long-range strategic goals. Advises and assists the Director and Chief Deputy Director in preparing and presenting strategic proposals EMS Authority short term and long term strategic goals.
25%	<p>In order to plan and direct the EMS Authority Legislative activities the Deputy Director, EMS Policy and Legislative and External Affairs:</p> <ul style="list-style-type: none"> Advises the Director in the development and policy of the EMS Authority's legislative function at both the State and Federal level. Develops legislation advancing the EMS Authority's mission and manages the legislation through the Legislature. Obtains programmatic input on pending legislation, develops or oversees development of the EMS Authority's legislative analyses and recommends positions on State and federal legislation to the Director, and makes presentations on these recommendations. Represents the EMS Authority's position on legislation to the Legislature, the media, the federal government, control agencies, local EMS agencies, and constituent groups by playing a key leadership role in promoting departmental policies and programs. Ensures that the legislation is implemented consistent with statutory requirements. This includes contacts with state and federal legislative staff, and representatives of the Governor's Office in Sacramento and Washington D.C. and other stakeholders. Oversees the tracking, monitoring and screening of all pending state and federal legislation, and oversees the identification of relevant pending legislation and production of monthly summaries of relevant legislation for the Director.
25%	<p>In order to establish and maintain the EMS Authority external and internal communications program by serving as the executive liaison on all public information, and external affairs matters.</p> <ul style="list-style-type: none"> Serves as the primary contact on all media inquiries, and for all requests for public records. Coordinates with the Governor's Office, the Legislature, and the California Health and Human Services Agency on press conferences and other media events related to the EMS Authority and its programs. Acts as the EMS Authority's Executive-level spokesperson on a variety of extremely sensitive issues; including all media representatives, state and federal legislative staff, representatives of the Governor's Office in Sacramento and Washington D.C., and various industry and advocate groups. Assists the Director with conducting and preparing for presentations. Monitors and coordinates the maintenance of relevant public information on the EMS Authority website. Provides outreach services through various methods to the public on EMS initiatives and serves as the primary point of contact in representing policy agenda with the media, advocacy groups, and stakeholders. Oversees development of publications, reports, and presentations and maintains standards to promote EMSA's professional and cohesive public image. Provides leadership in coordinating and executing events including the annual EMS Awards Program and luncheon ceremony, EMS Week events, hosting foreign delegates.
10%	<p>Conducts or manages other research and policy projects or assignments for the Director or Chief Deputy Director. Performs the full scope of supervisory duties.</p>
10%	<p>MARGINAL FUNCTIONS</p> <p>Represent the Director and/or Chief Deputy Director when attending a variety of local, state, and national meetings and conferences.</p> <p>Knowledge and Ability:</p> <p>Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and</p>

trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's affirmative action objectives.

DESIRABLE QUALIFICATIONS

- Possess in depth understanding of the state and federal legislative process.
- Have the ability to work independently and take initiative to improve/create processes and systems.
- Possess skill in program management in a team environment.
- Use good judgment and take effective action.
- Demonstrated experience writing policies, procedures, legislation, regulations, issue papers, and reports.
- Possess excellent analytical and problem solving skills.
- Must possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- Ability to deliver clear, concise, accurate and factual information both orally and in writing.
- Ability to exercise tact, initiative, ingenuity, resourcefulness, and judgment.
- Excellent interpersonal communication and organizational skills.
- Strong proficiency in oral and written communications.
- Ability to manage multiple projects and set appropriate priorities.
- Technical proficiency in computer applications used for business.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Possess the ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others.
- Ability to manage time and resources effectively, and maintain confidentiality.
- Willingness to travel and work irregular and unusual hours as required.

SPECIAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.